

U.S.DepartmentofHousingandUrbanDevelopment  
OfficeofPublicandIndianHousing

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# PHAPlans

5YearPlanforFiscalYears2003 -2007  
AnnualPlanforFiscalYear2003

**HousingAuthorityCityofYuma**  
**Yuma,Arizona**  
AZ035

**NOTE: THISPHAPLANSTEMPLATE(HUD50075)ISTOBECOMPLETEDIN  
ACCORDANCEWITHINSTRUCTIONSLOCATEDINAPPLICABLEPIHNOTICES**

## PHA Plan Agency Identification

**PHAName:** Housing Authority City of Yuma (HACY)

**PHANumber:** AZ035

**PHAFiscalYearBeginning:** July 1, 2003

### Public Access to Information

Information regarding any activities outlined in this plan can be obtained by contacting: (select all that apply)

- Main administrative office of the PHA
- PHA development management offices
- PHA local offices

### Display Locations For HACY Plans and Supporting Documents

The PHA Plans (including attachments) are available for public inspection at: (select all that apply)

- Main administrative office of the PHA
- PHA development management offices
- PHA local offices
- Main administrative office of the local government
- Main administrative office of the County government
- Main administrative office of the State government
- Public library
- PHA website
- Other (list below)

PHA Plan Supporting Documents are available for inspection at: (select all that apply)

- Main business office of the PHA
- PHA development management offices
- Other (list below)

**5-YEAR PLAN**  
**HACYF ISCAL YEARS 2003 -2007**  
[24CFRPart903.5]

**A.Mission**

State the PHA's mission for serving the needs of low -income, very low income, and extremely low -income families in the PHA's jurisdiction. (select one of the choices below)

- The mission of the PHA is the same as that of the Department of Housing and Urban Development: To promote adequate and affordable housing, economic opportunity and a suitable living environment free from discrimination.
- HACY is dedicated to providing professional, efficient, quality services and affordable housing. We will grow and develop to meet the needs of the community.

**B.Goals**

**Overall Goal for FY2003 and Beyond**

To grow the agency through the development of additional affordable housing and to support this growth by orienting its structure and activities more in line with private funding opportunities and enhance the agency's mission principles of professionalism, efficiency, and customer service. Expand client base by 25% with new and existing housing; expand FSS to a client -focused approach; and maintain current quality of services.

**Goal 1** : Develop and implement a development process that result in 400+ additional units by FY2006. Units should be a mix of elderly and family units in both new construction and existing housing.

**Objective 1.1** : Purchase land for future development in the eastern section of the city ahead of water and sewer development where land is less expensive -80 family units.

**Objective 1.2** : Purchase an existing multi -family rental property to ensure the quality of housing services for lower -income families -80 family units.

**Objective 1.3** : Purchase Casa Sierra Vista -30 units elderly.

**Objective 1.4** : Develop a tax -credit property for senior housing -80 units elderly.

**Objective 1.5** : Purchase an existing elderly complex -100 units.

**Objective1.6** :CompleteCarverParkTownhomes –36unitsfamily.

**Objective1.7** :DevelopandimplementtheSection8Project -Basedprogram.

**Goal2** :EnhancetheFSSProgramandDevelopHomeownershipProgram.

**Objective2.1** :DevelopandimplementtheSection8Homeownershipprogram.

**Objective2.2** :ExpandtheconceptofFSStohave anagency -wideinfluence.

**Objective2.3** :Developandimplementaclient -orientedprogramdeliveryprocess.

**Objective2.4** :DevelopandimplementaTransitionalHousingprogram.

**Goal3**: Maintainthecurrentqualityofservices.

**Objective:3.1** :Re -evaluateandreviseethecurrentSection8processestoensure efficiency,quality,andcustomerservice.

*Objective3.2: CompleteSEMAREportingtoHUD.*

*Objective3.3 :EnhancethescreeningprocessinSection8andPublicHousing.*

*Objective3.4 :Up dateandreviseethePublicHousinglease.*

*Objective3.5 :Maintainpropertieswithemphasisongroundsandappearanceandcontinueexcellent preventivemaintenanceandmaintenanceservices.*

*Objective3.6 :InvestigatethepossibilityofadditionalwarehousespaceforexpandingagencyandStep -Up trainingfacility.*

*Objective3.7 :CompletePHMAPreporttoHUD.*

*Objective3.8 :PrepareforandcompleteHUDphysicalinspectionofpublichousingproperties.*

*Objective3.9 :Prepareandimplementparentingan dhousekeepingtrainingdemoforpublichousing residents.*

**Goal4**: Administer/Managetheagencyinamannerthatmaximizesemployeeproductivity,ensures compliancewithfinancialcontrols,andenhancesthestaff'smoral.

**Objective4.1**: Implementanemployeehealthprogram.

*Objective4.2 :Maintainfinancialcontrols.*

**Objective4.3** :Developandimplementanewemployeevaluationssystemthatismore  
intunewiththeprofessionalcontextoftheagency

**Objective4.4** :Developandimplementan agency“webpage”forenhanced  
communications.

*Objective4.5* :Continuetoworkonphonesystemtoprovideexcellentservices.

**Objective4.6** :DesignCommissionerandstaffretreat.

**Objective4.7** :Reviewandre -designagencypolicies.

**Objective4.8** :ImplementHACY/Crossroads/Amberlyinter -agencycoordinationin  
ensurecollaborationandimplementationofdatacollectionprocess.

*Goal5: Continuestaffprofessionalismthroughtrainingandotherprofessional  
developmentopportunities.*

**Objective5.1**: Encourageandsupportstaffcontinuingeducationtosupportthe  
completionofneededprofessionalcoursesandlicenses.

**Objective5.2**: Encourageandsupportstaffcontinuingeducationtoobtaincollege  
degreesandothercontinuingeducation.

**Objective5.3**: Establishin -housetrainingprogramsinthearoaofdomesticviolence,  
elderandchildabuse,substanceabuseandothersubjectsrelevanttoourwork.

**Objective5.4**: CompletethePersonalDevelopmentPlansanddevelopsupporting  
planstoencourageemployeepersonalandprofessionalgrowth.

**AnnualPHAPlan**  
**PHAFiscalYear2004**  
[24CFRPart903.7]

**i. AnnualPlanType:**

SelectwhichtypeofAnnualPlanthePHAwillsubmit.

**StandardPlan**

**StreamlinedPlan:**

- HighPerformingPHA**
- SmallAgency(<250PublicHousingUnits)**
- AdministeringSection8Only**

**TroubledAgencyPlan**

**ii. ExecutiveSummaryoftheAnnualPHAPlan**

[24CFRPart903.79(r)]

[ProvidedbyKen]

**iii. AnnualPlanTableofContents**

[24CFRPart903.79(r)]

ProvideatableofcontentsfortheAnnualPlan ,includingattachments,andalistofsupporting documentsavailableforpublicinspection .

**TableofContents**

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**Attachments**

Indicatewhichattachmentsareprovidedbyselectingallthatapply.Providetheattachment'sname(A, B,etc.)inthespace to theleftofthenameoftheattachment.Note:Iftheattachmentisprovidedasa **SEPARATE**files submissionfromthePHAPlansfile,providethefilenameinparenthesesinthespace totherightofthetitle.

**Required Attachments:**

- AdmissionsPolicyforDeconcentration
- FY2003CapitalFundProgramAnnualStatement  
Mostrecentboard -approvedoperatingbudget(RequiredAttachmentforPHAs thataretroubledoratriskofbeingdesignatedtroubledONLY)

**Optional Attachments:**

- PHAManagementOrganizationalChart
- FY2002CapitalFundProgram5YearActionPlan
- PublicHousingDrugEliminationProgram(PHDEP)Plan  
CommentsofResidentAdvisoryBoardorBoards(mustbeattachedifnot includedinPHAPI antext)
- X Other(Listbelow,providingeachattachmentname)  
AttachmentASection8ProjectBasedVoucherPlan  
AttachmentBComponent10(B)VoluntaryInitialAssessments  
AttachmentCDeconcentrationPlan  
AttachmentDCapitalFundsAnnualStatement  
AttachmentEOptional5 -YearPlanforCapitalFund  
AttachmentFProgressinMeeting5YrPlanMission&Goals

**Supporting Documents Available for Review**

Indicatewhichdocumentsareavailableforpublicreviewbyplacingamarkinthe“Applicable &On Display”columnintheappropriaterows.Alllisteddocumentsmustbeondisplayifapplicabletothe programactivitiesconductedbythePHA.

<b>List of Supporting Documents Available for Review</b>		
<b>Applicable &amp; On Display</b>	<b>Supporting Document</b>	<b>Applicable Plan Component</b>
X	PHAPlanCertificationsofCompliancewiththePHAPlans andRelatedRegulations	5YearandAnnualPlans
X	State/LocalGovernmentCertificationofConsistencywith theConsolidatedPlan	5YearandAnnualPlans
X	FairHousingDocume ntation: RecordsreflectingthatthePHAhasexamineditsprograms	5YearandAnnualPlans

<b>List of Supporting Documents Available for Review</b>		
<b>Applicable &amp; On Display</b>	<b>Supporting Document</b>	<b>Applicable Plan Component</b>
	or proposed programs, identified any impediments to fair housing choice in those programs, addressed or is addressing those impediments in a reasonable fashion in view of the resources available, and worked or is working with local jurisdiction to implement any of the jurisdictions' initiatives to affirmatively further fair housing that require the PHA's involvement.	
X	Consolidated Plan for the jurisdiction/s in which the PHA is located (which includes the Analysis of Impediments to Fair Housing Choice (AI)) and any additional backup data to support statement of housing needs in the jurisdiction	Annual Plan: Housing Needs
X	Most recent board -approved operating budget for the public housing program	Annual Plan: Financial Resources;
X	Public Housing Admissions and (Continued) Occupancy Policy (A&O), which includes the Tenant Selection and Assignment Plan [TSAP]	Annual Plan: Eligibility, Selection, and Admissions Policies
X	Section 8 Administrative Plan	Annual Plan: Eligibility, Selection, and Admissions Policies
X	Public Housing Deconcentration and Income Mixing Documentation: 1. PHA board certification of compliance with deconcentration requirements (section 16(a) of the US Housing Act of 1937, as implemented in the 2/18/99 <i>Quality Housing and Work Responsibility Act Initial Guidance; Notice</i> and any further HUD guidance) and 2. Documentation of the required deconcentration and income mixing analysis	Annual Plan: Eligibility, Selection, and Admissions Policies
X	Public housing rent determination policies, including the methodology for setting public housing flat rents X check here if included in the public housing A&O Policy	Annual Plan: Rent Determination
X	Schedule of flat rents offered at each public housing development X check here if included in the public housing A&O Policy	Annual Plan: Rent Determination
X	Section 8 rent determination (payment standard) policies X check here if included in Section 8 Administrative Plan	Annual Plan: Rent Determination
X	Public housing management and maintenance policy documents, including policies for the prevention or eradication of pest infestation (including cockroach infestation)	Annual Plan: Operations and Maintenance
X	Public housing grievance procedures X check here if included in the public housing A&O Policy	Annual Plan: Grievance Procedures

<b>List of Supporting Documents Available for Review</b>		
<b>Applicable &amp; On Display</b>	<b>Supporting Document</b>	<b>Applicable Plan Component</b>
X	Section 8 informal review and hearing procedures X check here if included in Section 8 Administrative Plan	Annual Plan: Grievance Procedures
X	The HUD -approved Capital Fund/Comprehensive Grant Program Annual Statement (HUD 52837) for the active grant year	Annual Plan: Capital Needs
N/A	Most recent CIAP Budget/Progress Report (HUD 52825) for any active CIAP grant	Annual Plan: Capital Needs
X	Most recent, approved 5 Year Action Plan for the Capital Fund/Comprehensive Grant Program, if not included as an attachment (provided at PHA option)	Annual Plan: Capital Needs
N/A	Approved HOPE VI applications or, if more recent, approved or submitted HOPE VI Revitalization Plans or any other approved proposal for development of public housing	Annual Plan: Capital Needs
N/A	Approved or submitted applications for demolition and/or disposition of public housing	Annual Plan: Demolition and Disposition
N/A	Approved or submitted applications for designation of public housing (Designated Housing Plans)	Annual Plan: Designation of Public Housing
N/A	Approved or submitted assessments of reasonable revitalization of public housing and approved or submitted conversion plans prepared pursuant to section 202 of the 1996 HUD Appropriations Act	Annual Plan: Conversion of Public Housing
N/A	Approved or submitted public housing home ownership programs/plans	Annual Plan: Homeownership
X	Policies governing any Section 8 Homeownership program X check here if included in the Section 8 Administrative Plan	Annual Plan: Homeownership
N/A	Any cooperative agreement between the PHA and the TANF agency	Annual Plan: Community Service & Self -Sufficiency
X	FSS Action Plan/s for public housing and/or Section 8	Annual Plan: Community Service & Self -Sufficiency
N/A	Most recent self -sufficiency (ED/SS, TOP or ROSS or other resident services grant) grant program reports	Annual Plan: Community Service & Self -Sufficiency
X	The most recent Public Housing Drug Elimination Program (PHDEP) semi -annual performance report for any open grant and most recently submitted PHDEP application (PHDEP Plan)	Annual Plan: Safety and Crime Prevention
X	The most recent fiscal year audit of the PHA conducted under section 5(h)(2) of the U.S. Housing Act of 1937 (42 U.S.C. 1437c(h)), the result of that audit and the PHA's response to any findings	Annual Plan: Annual Audit
N/A	Troubled PHAs: MOA/Recovery Plan	Troubled PHAs
X	Pet policy.	Annual Plan: Pet Policy

# 1.StatementofHousingNeeds

[24CFRPart903.79(a)]

## **A.HousingNeedsofFamiliesintheJurisdiction/sServedbythePHA**

TheQualityofHousingandWorkResponsibilityActof1998requiresthatHousingAuthoritiessetforth intheirAnnualPlansaNeedsAssessmentofthehousingneedsofourjurisdictionandwaitinglist. IntheHousingElementofthe2002GeneralPlanoftheCityofYuma(COY),itcontinuestoshowthat thereisagrowingneedforadditionalaffordablehousingresourcesinourjurisdiction.Thefollowing demographics,outlinedintheCOYGeneralPlan,assistedHACYinassessingthecurrentstateofour HousingNeeds.

- TheCityofYuma’spopulationhasincreasedbyapproximately36%inthelast10years.In comparisontothestateandnation,Yumahasahigherproportionofchildrenandelderly persons,andalowerpercentageofworkingageresidents.Thisresultsinaloweramountof peopleworkingtosupportthoseinthecommunitywhocannotwork.
- TheArizonaHousingCommissionReportof2002demonstratesawideninggapbetweenmany Arizonahouseholds’incomeandthecostofhousing.Arizona’saverageincomeranksasone ofthelowestnationally,yetthepopulationcontinuestobeoneofthefastestgrowing.A1998 reportbyArizonaHousingCommissionstatedYumaCountyhasthehighestpercentageofjobs inlow-payingsectors(64%).Inaddition,the2000unemploymentrateinYumawas19%,as comparedtothestateaverageof4%.In2003,itisprojectedthat40%ofallnewjobsare expectedtopaylessthanhalfofthelivablewageastheserviceandretailsectorsareprojected togrow.
- Overcrowdingincreasedtoover50%forlargefamilyrentersinYuma.
- BasedontypicalmortgageassumptionsandaveragehousingpricesinYuma,extremelylow andlow-incomehouseholdscannotaffordtobuyorrentanadequatelysizedhomewithout assumingacostburdeninexcessof30%oftheirmonthlyincome.

Asthestatisticsclearlyshow,alargepercentageofYumaresidentsdependonsubsidizedrentalhousing toprovideaffordablehousingopportunities.Asareult,theHousingAuthority’sexistingstockof publichousingunits,vouchers,andothermulti-familyhousingwillcontinuetobeanimportantsegment ofthehousingstocktoprovideaffordablehousingtolowincomehouseholds.

<b>HousingNeedsofFamiliesintheJurisdiction byFamilyType</b>							
FamilyType	Overall	Afford- ability	Supply	Quality	Access- ibility	Size	Loca- tion
Income<=30% ofAMI	1777	5	5	5	5	5	5
Income>30% but <=50%ofAMI	439	5	5	5	5	5	5
Income>50% but <80%ofAMI	92	4	4	3	3	3	4
Elderly	137	4	4	3	3	3	4
Familieswith Disabilities	69	5	5	4	4	4	5
Race/Ethnicity	2149	4	4	3	3	3	3
Race/Ethnicity	92	5	5	4	4	5	5

Housing Needsof FamiliesintheJurisdiction byFamilyType							
FamilyType	Overall	Afford-ability	Supply	Quality	Access-ibility	Size	Loca-tion
Race/Ethnicity	46	5	5	5	5	5	5
Race/Ethnicity	21	5	5	5	5	5	5

WhatsourcesofinformationdidthePHAusetoconductthisanalysis?(Checkallthat apply;allmaterialsmustbemadeavailableforpublicinspection.)

- ConsolidatedPlanoftheJurisdiction/s  
Indicateyear: 2002
- U.S.Censusdata:theComprehensiveHousingAffordabilityStrategy (“CHAS”)dataset
- AmericanHousingSurveydata  
Indicateyear:
- Otherhousingmarketstudy  
Indicateyear:
- Othersources:(listandindicateyearofinformation)

### B. HousingNeedsofFamiliesonthePublicHousingandSection8 Tenant-BasedAssistanceWaitingLists

StatethehousingneedsofthefamiliesonthePHA’swaitinglist/s. **Completeonetableforeachtype ofPHA -widewaitinglistadministeredbythePHA.** PHA mayprovideseperateablesforsite - basedorsub -jurisdictionalpublichousingwaitinglistsattheiropion.

HousingNeedsofFamiliesontheWaitingList			
Waitinglisttype:(selectone) Section8tenant -basedassistance XPublicHousing <input type="checkbox"/> CombinedSection8andPublicHousing <input type="checkbox"/> PublicHousingSite -Basedorsub -jurisdictionalwaitinglist(optional) Ifused,identifywhichdevelopment/subjurisdiction:			
	#offamilies	%oftotalfamilies	AnnualTurnover
Waitinglisttotal	1199		26%
Extremelylow income<=30%AMI	939	78%	
Verylowincome (>30%but<=50%AMI)	218	18%	
Lowincome	42	4%	

<b>HousingNeedsofFamiliesontheWaitingList</b>			
(>50%but<80%AMI)			
Familieswith children	874	73%	
Elderlyfamilies	75	6%	
Familieswith Disabilities	28	2%	
Race/ethnicity White/Hispanic	1110	92%	
Race/ethnicity Black	44	4%	
Race/ethnicity AmericanIndian	37	3%	
Race/ethnicity Asian	8	1%	
Characteristicsby BedroomSize (PublicHousing Only)	NumberofFamilies	Percentoftotal Families	AnnualTurnover
1BR	600	42	3
2BR	445	31	15
3BR	304	22	35
4BR	63	5	12
5BR	4	0	1
5+BR	N/A	N/A	N/A
Isthewaitinglistclosed(selectone)? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes			
Ifyes:			
Howlonghasitbeenclosed(#ofmonths)?			
DoesthePHAexpectreopentheListinthePHAPlanyear? <input type="checkbox"/> No <input type="checkbox"/> Yes			
DoesthePHApermitspecificcategoriesoffamiliesontothewaitinglist,evenif generallyclosed? <input type="checkbox"/> No <input type="checkbox"/> Yes			
<b>HousingNeedsofFamiliesontheWaitingList</b>			
Waitinglisttype:(select one)			
<input checked="" type="checkbox"/> Section8tenant -basedassistance			
<input type="checkbox"/> PublicHousing			
<input type="checkbox"/> CombinedSection8andPublicHousing			
<input type="checkbox"/> PublicHousingSite -Basedorsub -jurisdictionalwaitinglist(optional)			
Ifused,identifywhichdevelopment/subjurisdiction:			
	#offamilies	%oftotalfamilies	AnnualTurnover

<b>Housing Needs of Families on the Waiting List</b>			
Waiting list total	2308		22%
Extremely low income <=30% AMI	1777	77%	
Very low income (>30% but <=50% AMI)	439	19%	
Low income (>50% but <80% AMI)	92	4%	
Families with children	2102	91%	
Elderly families	137	6%	
Families with Disabilities	69	3%	
Race/ethnicity White/Hispanic	2149	93%	
Race/ethnicity Black	92	4%	
Race/ethnicity American Indian	46	2%	
Race/ethnicity Asian	21	1%	
Characteristics by Bedroom Size (Public Housing Only)	Number of Families	Percent of total Families	Annual Turnover
1BR			
2BR			
3BR			
4BR			
5BR			
5+BR			
Is the waiting list closed (select one)? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes If yes: How long has it been closed (# of months)? Does the PHA expect to reopen the list in the PHA Plan year? <input type="checkbox"/> No <input type="checkbox"/> Yes Does the PHA permit specific categories of families onto the waiting list, even if generally closed? <input type="checkbox"/> No <input type="checkbox"/> Yes			

## C.StrategyforAddressingNeeds

Hacy's strategy for addressing the housing needs of families in the jurisdiction and on the waiting list for the upcoming year will continue to stress the importance of preserving the current stock we presently manage and maintain.

Hacy will also continue to pursue additional funding from federal, state, local and private sources that may assist in the expansion of our public housing development or voucher program.

HACY will be looking for development opportunities for the elderly and homeless populations, utilizing tax credits, tax exempt bond financing and other private financing mechanisms.

HACY will continue to expand Homeownership assistance services to provide low -income households the opportunity to work towards owning their own home.

HACY will be facilitating the Project Based Voucher program to encourage private developers to build or rehabilitate affordable housing preferably in the areas of greatest needs such as; elderly, homeless, and large families.

HACY is collaborating with the local homeless mission to develop a transitional housing program whose goal is to assist in moving the needy from homeless to homeowners.

Some of the aforementioned goals and strategies are in the development stages for the upcoming year, and may be replaced with other programs if other priorities or resources become available.

### (1) Strategies

#### **Need: Shortage of affordable housing for alleligible populations**

#### **Strategy 1. Maximize the number of affordable units available to the PHA within its current resources by:**

Select all that apply

- Employ effective maintenance and management policies to minimize the number of public housing units off -line
- Reduce turnover time for vacated public housing units
- Reduce time to renovate public housing units
- Seek replacement of public housing units lost to the inventory through mixed financed development
- Seek replacement of public housing units lost to the inventory through section 8 replacement housing resources
- Maintain or increase section 8 lease -up rates by establishing payment standards that will enable families to rent throughout the jurisdiction
- Undertake measures to ensure access to affordable housing among families assisted by the PHA, regardless of unit size required
- Maintain or increase section 8 lease -up rates by marketing the program to owners, particularly those outside of areas of minority and poverty concentration
- Maintain or increase section 8 lease -up rates by effectively screening Section 8 applicants to increase owner acceptance of program
- Participate in the Consolidated Plan development process to ensure coordination with broader community strategies
- Other (list below)

**Strategy 2: Increase the number of affordable housing units by:**

Select all that apply

- Apply for additional section 8 units should they become available
- Leverage affordable housing resources in the community through the creation of mixed -finance housing
- Pursue housing resources other than public housing or Section 8 tenant -based assistance.
- Other: (list below)

**Need: Specific Family Types: Families at or below 30% of median**

**Strategy 1: Target available assistance to families at or below 30% of AMI**

Select all that apply

- Exceed HUD federal targeting requirements for families at or below 30% of AMI in public housing
- Exceed HUD federal targeting requirements for families at or below 30% of AMI in tenant -based section 8 assistance
- Employ admissions preferences aimed at families with economic hardships
- Adopt rent policies to support and encourage work
- Other: (list below)

**Need: Specific Family Types: Families at or below 50% of median**

**Strategy 1: Target available assistance to families at or below 50% of AMI**

Select all that apply

- Employ admissions preferences aimed at families who are working
- Adopt rent policies to support and encourage work
- Other: (list below)

**Need: Specific Family Types: The Elderly**

**Strategy 1: Target available assistance to the elderly:**

Select all that apply

- Seek designation of public housing for the elderly
- Apply for special -purpose voucher targeted to the elderly, should they become available
- Other: (list below)

**Need: Specific Family Types: Families with Disabilities**

**Strategy 1: Target available assistance to Families with Disabilities:**

Select all that apply

- Seek designation of public housing for families with disabilities
- Carry out the modifications needed in public housing based on the section 504 Needs Assessment for Public Housing
- Apply for special -purpose voucher targeted to families with disabilities, should they become available
- Affirmatively market to local non -profit agencies that assist families with disabilities
- Other: (list below)

**Need: Specific Family Types: Races or ethnicities with disproportionate housing needs**

**Strategy 1: Increase awareness of PHA resources among families of races and ethnicities with disproportionate needs:**

Select if applicable

- Affirmatively market to races/ethnicities shown to have disproportionate housing needs
- Other: (list below)

**Strategy 2: Conduct activities to affirmatively further fair housing**

Select all that apply

- Counsel section 8 tenants as to location of units outside of areas of poverty or minority concentration and assist them to locate those units
- Market the section 8 program to owners outside of areas of poverty/minority concentrations
- Other: (list below)

**Other Housing Needs & Strategies: (list needs and strategies below)**

**(2) Reasons for Selecting Strategies**

Of the factors listed below, select all that influenced the PHA's selection of the strategies it will pursue:

- Funding constraints
- Staffing constraints
- Limited availability of sites for assisted housing
- Extent to which particular housing needs are met by other organizations in the community

- Evidence of housing needs as demonstrated in the Consolidated Plan and other information available to the PHA
- Influence of the housing market on PHA programs
- Community priorities regarding housing assistance
- Results of consultation with local or state government
- Results of consultation with residents and the Resident Advisory Board
- Results of consultation with advocacy groups
- Other: (list below)

**2. Statement of Financial Resources**

[24CFR Part 903.79(b)]

List the financial resources that are anticipated to be available to the PHA for the support of Federal public housing and tenant -based Section 8 assistance programs administered by the PHA during the Plan year. Note: the table assumes that Federal public housing or tenant based Section 8 assistance grant funds are expended on eligible purposes; therefore, uses of these funds need not be stated. For other funds, indicate the use for those funds as one of the following categories: public housing operations, public housing capital improvements, public housing safety/security, public housing support services, Section 8 tenant -based assistance, Section 8 support services or other.

<b>Financial Resources: Planned Sources and Uses</b>		
<b>Sources</b>	<b>Planned \$</b>	<b>Planned Uses</b>
<b>1. Federal Grants (FY 2002 grants)</b>		
a) Public Housing Operating Fund	945,435	
b) Public Housing Capital Fund	485,562	
c) HOPE VI Revitalization		
d) HOPE VI Demolition		
e) Annual Contributions for Section 8 Tenant -Based Assistance	6,932,067	
f) Public Housing Drug Elimination Program (including any Technical Assistance funds)		
g) Resident Opportunity and Self - Sufficiency Grants		
h) Community Development Block Grant		
i) HOME		
Other Federal Grants (list below)		
<b>2. Prior Year Federal Grants (unobligated funds only) (list below)</b>		

Financial Resources: Planned Sources and Uses		
Sources	Planned \$	Planned Uses
3. Public Housing Dwelling Rental Income	322,522	
4. Other income (list below)		
4. Non -federal sources (list below)		
<b>Total resources</b>		

### **3. PHA Policies Governing Eligibility, Selection, and Admissions**

[24CFR Part 903.79(c)]

#### **A. Public Housing**

Exemptions: PHA that do not administer public housing are not required to complete subcomponent 3A.

#### **(1) Eligibility**

a. What does the PHA verify eligibility for admission to public housing? (select all that apply)

- When families are within a certain number of being offered a unit: (state number)
- X When families are within a certain time of being offered a unit: (90 days)
- Other: (describe)

b. Which non -income (screening) factors does the PHA use to establish eligibility for admission to public housing (select all that apply)?

- X Criminal or Drug -related activity
- X Rental history
- X Housekeeping
- Other (describe)

- c. X Yes  No: Does the PHA request criminal records from local law enforcement agencies for screening purposes?
- d. X Yes  No: Does the PHA request criminal records from State law enforcement agencies for screening purposes?
- e. X Yes  No: Does the PHA access FBI criminal records from the FBI for screening purposes? (either directly or through an NCIC authorized source)

**(2) Waiting List Organization**

a. Which methods does the PHA plan to use to organize its public housing waiting list (select all that apply)

- X Community-wide list  
 Sub-jurisdictional lists  
 Site-based waiting lists  
 Other (describe)

b. Where may interested persons apply for admission to public housing?

- X PHA main administrative office  
 PHA development site management office  
 Other (list below)

c. If the PHA plan to operate one or more site-based waiting lists in the coming year, answer each of the following questions; if not, skip to subsection **(3) Assignment**

1. How many site-based waiting lists will the PHA operate in the coming year?

2.  Yes  No: Are any or all of the PHA's site-based waiting lists new for the upcoming year (that is, they are not part of a previously HUD-approved site-based waiting list plan)? If yes, how many lists?

3.  Yes  No: May families be on more than one list simultaneously? If yes, how many lists?

4. Where can interested persons obtain more information about and sign up to be on the site-based waiting lists (select all that apply)?

- PHA main administrative office  
 All PHA development management offices  
 Management offices at developments with site-based waiting lists  
 At the development to which they would like to apply

Other(listbelow)

**(3)Assignment**

a.Howmanyvacantunitchoicesareapplicantsoordinarilygivenbeforetheyfalltothe bottomoforareremovedfromthewaitinglist?(selectone)

- One  
 Two  
 ThreeorMore

b.  Yes  No: Isthispolicyconsistentacrossallwaitinglisttypes?

c.Ifanswertobisno,listvariationsforanyotherthantheprimarypublichousing waitinglist/sforthePHA:

**(4)AdmissionsPreferences**

a.Inc ometargeting:

- YesXNo:DoesthePHAplantoexceedthefederaltargetingrequirementsby targetingmorethan40%ofallnewadmissionstopublichousing tofamiliasatorbelow30%ofmedianareaincome?

b.Transferpolicies:

Inwhatcircumstanceswilltransferstakeprecedenceovernewadmissions?(list below)

- Emergencies  
 Overhoused  
 Underhoused  
 Medicaljustification  
 AdministrativereasonsdeterminedbythePHA(e.g.,topermitmodernization work)  
 Residentchoice:(statecircumstancesbelow)  
 Other:(listbelow)

LifeThreatening

c. Preferences

- 1.XYes  No: HasthePHAestablishedpreferencesforadmissiontopublic housing(othertandateandtimeofapplication)?(If“no”is selected,skiptosubsection **(5)Occupancy**)

2. Which of the following admission preferences does the PHA plan to employ in the coming year? (select all that apply from either former Federal preferences or other preferences)

Former Federal preferences:

- Involuntary Displacement (Disaster, Government Action, Action of Housing Owner, Inaccessibility, Property Disposition)
- X Victims of domestic violence
- Substandard housing
- X Homelessness
- High rent burden (rent is > 50 percent of income)

Other preferences: (select below)

- Working families and those unable to work because of age or disability
- Veterans and veterans' families
- Residents who live and /or work in the jurisdiction
- Those enrolled currently in educational, training, or upward mobility programs
- Household that contribute to meeting income goals (broad range of incomes)
- Household that contribute to meeting income requirements (targeting)
- Those previously enrolled in educational, training, or upward mobility programs
- Victims of reprisals or hate crimes
- Other preference(s) (list below )

3. If the PHA will employ admissions preferences, please prioritize by placing a "1" in the space that represents your first priority, a "2" in the box representing your second priority, and so on. If you give equal weight to one or more of these choices (either through an absolute hierarchy or through a points system), place the same number next to each. That means you can use "1" more than once, "2" more than once, etc.

2 Date and Time

Former Federal preferences:

- Involuntary Displacement (Disaster, Government Action, Action of Housing Owner, Inaccessibility, Property Disposition)
- 1 Victims of domestic violence
- Substandard housing
- 1 Homelessness
- High rent burden

Other preferences (select all that apply)

- Working families and those unable to work because of age or disability
- Veterans and veterans' families
- Residents who live and/or work in the jurisdiction
- Those enrolled currently in educational, training, or upward mobility programs

- Householdsthatcontributetomeetingincomegoals(broadrangeofincomes)
- Householdsthatcontributetomeetingincomerequirements(targeting)
- Thosepreviouslyenrolledineducational,training,orupwardmobility programs
- Victimsofreprisalsorhatecrimes
- Otherpreference(s)(listbelow)

4.Relationship ofpreferencestoincometargetingrequirements:

- ThePHAappliespreferenceswithinincometiery
- X Notapplicable:thepoolofapplicantfamiliesensuresthatthePHAwillmeet incometargetingrequirements

**(5)Occupancy**

a.Whatreferencematerialscanapplicant sandresidentsusetooobtaininformation abouttherulesofoccupancyofpublichousing(selectallthatapply)

- X ThePHA -residentlease
- X ThePHA'sAdmissionsand(Continued)Occupancypolicy
- X PHAbriefingseminarsorwritt enmaterials
- Othersource(list)

b.HowoftenmustresidentsnotifythePHAofchangesinfamilycomposition? (selectallthatapply)

- X Atanannualreexaminationandleaserenewal
- X Anytimefamilycompositionchanges
- X Atfamilyrequestforrevision
- Other(list)

**(6)DeconcentrationandIncomeMixing**

- a.  YesXNo:DidthePHA'sanalysisofitsfamily(generaloccupancy) developmentstodetermineconcentrationsofpovertyindicatethe needfor measurestopromotedeconcentrationofpovertyor incomemixing?

b.  Yes  No: Did the PHA adopt any changes to its **admissions policies** based on the results of the required analysis of the need to promote deconcentration of poverty or to assure income mixing?

c. If the answer to b was yes, what changes were adopted? (select all that apply)

- Adoption of site-based waiting lists  
If selected, list targeted developments below:
- Employing waiting list "sipping" to achieve deconcentration of poverty or income mixing goals at targeted developments  
If selected, list targeted developments below:
- Employing new admission preferences at targeted developments  
If selected, list targeted developments below:
- Other (list policies and developments targeted below)

d.  Yes  No: Did the PHA adopt any changes to **other policies** based on the results of the required analysis of the need for deconcentration of poverty and income mixing?

e. If the answer to d was yes, how would you describe these changes? (select all that apply)

- Additional affirmative marketing
- Actions to improve the marketability of certain developments
- Adoption or adjustment of ceiling rents for certain developments
- Adoption of rent incentives to encourage deconcentration of poverty and income-mixing
- Other (list below)

f. Based on the results of the required analysis, in which developments will the PHA make special efforts to attract or retain higher-income families? (select all that apply)

- Not applicable: results of analysis did not indicate a need for such efforts
- List (any applicable) developments below:

g. Based on the results of the required analysis, in which developments will the PHA make special efforts to assure access for lower-income families? (select all that apply)

- Not applicable: results of analysis did not indicate a need for such efforts
- List (any applicable) developments below:

## B. Section 8

Exemptions: PHA that do not administer section 8 are not required to complete sub -component 3B.  
**Unless otherwise specified, all questions in this section apply only to the tenant -based section 8 assistance program (vouchers, and until completely merged into the voucher program, certificates).**

### (1) Eligibility

a. What is the extent of screening conducted by the PHA? (select all that apply)

- Criminal or drug-related activity only to the extent required by law or regulation
- Criminal and drug -related activity, more extensively than required by law or regulation
- More general screening than criminal and drug -related activity (list factors below)
- Other (list below)

b.  Yes  No: Does the PHA request criminal records from local law enforcement agencies for screening purposes?

c.  Yes  No: Does the PHA request criminal records from State law enforcement agencies for screening purposes?

d.  Yes  No: Does the PHA access FBI criminal records from the FBI for screening purposes? (either directly or through an NCIC - authorized source)

e. Indicate what kinds of information you share with prospective landlords? (select all that apply)

- Criminal or drug -related activity
- Other (describe below)  
Housekeeping, damages, non -payment of rent.

### (2) Waiting List Organization

a. With which of the following program waiting lists is the section 8 tenant -based assistance waiting list merged? (select all that apply)

- None
- Federal public housing
- Federal moderate rehabilitation
- Federal project -based certificate program
- Other federal or local program (list below)

b. Where may interested persons apply for admission to section 8 tenant -based assistance? (select all that apply)

- PHA main administrative office
- Other (list below)

**(3) Search Time**

a.  Yes  No: Does the PHA give extensions on standard 60 -day period to search for a unit?

If yes, state circumstances below:

**(4) Admissions Preferences**

a. Income targeting

Yes  No: Does the PHA plan to exceed the federal targeting requirements by targeting more than 75% of all new admissions to the section 8 program to families at or below 30% of median area income?

b. Preferences

1.  Yes  No: Has the PHA established preferences for admission to section 8 tenant-based assistance? (other than date and time of application) (if no, skip to subcomponent **(5) Special purpose section 8 assistance programs**)

2. Which of the following admission preferences does the PHA plan to employ in the coming year? (select all that apply from either former Federal preferences or other preferences)

Former Federal preferences

- Involuntary Displacement (Disaster, Government Action, Action of Housing Owner, Inaccessibility, Property Disposition)
- Victims of domestic violence
- Substandard housing
- Homelessness
- High rent burden (rent is > 50 percent of income)

Other preferences (select all that apply)

- Working families and those unable to work because of age or disability
- Veterans and veterans' families
- Residents who live and/or work in your jurisdiction
- Those enrolled in currently in educational, training, or upward mobility programs
- Household that contribute to meeting income goals (broad range of incomes)
- Household that contribute to meeting income requirements (targeting)

- Those previously enrolled in educational, training, or upward mobility programs
  - Victims of reprisals or hate crimes
  - X Other preference(s) (list below)
- Preference w/begin to elderly/disabled or handicapped d individual over others single person only.

3. If the PHA will employ admissions preferences, please prioritize by placing a "1" in the space that represents your first priority, a "2" in the box representing your second priority, and so on. If you give equal weight to one or more of these choices (either through an absolute hierarchy or through a points system), place the same number next to each. That means you can use "1" more than once, "2" more than once, etc.

1 Date and Time

Former Federal preferences

- Involuntary Displacement (Disaster, Government Action, Action of Housing Owner, Inaccessibility, Property Disposition)
- Victims of domestic violence
- Substandard housing
- Homelessness
- High rent burden

Other preferences (select all that apply)

- Working families and those unable to work because of age or disability
- Veterans and veterans' families
- Residents who live and/or work in your jurisdiction
- Those enrolled currently in educational, training, or upward mobility programs
- Household that contribute to meeting income goals (broad range of incomes)
- Household that contribute to meeting income requirements (targeting)
- Those previously enrolled in educational, training, or upward mobility programs
- Victims of reprisals or hate crimes
- X Other preference(s) (list below)
  - 1 Elderly/Disabled/Handicapped.Families.
  - 2 Other Singles

4. Among applicants on the waiting list with the equal preference status, how are applicants selected? (select one)

- X Date and time of application
- Drawing (lottery) or other random choice technique

5.IfthePHAplanstoemploypreferencesfor“residentstwholiveand/orworkinthe jurisdiction”(selectone)

- This preference has previously been reviewed and approved by HUD
- The PHA requests approval for this preference through this PHA Plan

6.Relationshipofpreferencesto incometargeting requirements:(selectone)

- The PHA applies preferences within income tiers
- X Not applicable: the pool of applicant families ensure that the PHA will meet income targeting requirements

### **(5)Special Purpose Section 8 Assistance Programs**

a.Inwhichdocumentsorotherreferencematerialsarethepoliciesgoverning eligibility,selection,andadmissionstoanyspecial -purpose section 8 program administeredbythePHAcontained?(selectallthatapply)

- X The Section 8 Administrative Plan
- X Briefing sessions and written materials
- Other (list below)

b. HowdoesthePHAannouncetheavailabilityofanyspecial -purpose section 8 programstothe public?

- X Through published notices
- Other (list below)

## **4.PHARentDeterminationPolicies**

[24CFR Part 903.79(d)]

### **A.Public Housing**

Exemptions: PHA that do not administer public housing are not required to complete sub-component 4A.

### **(1)Income Based Rent Policies**

Describe the PHA's income based rent setting policy/ies for public housing using, including discretionary (that is, not required by statute or regulation) income disregards and exclusions, in the appropriate spaces below.

a. Use of discretionary policies: (select one)

The PHA will not employ any discretionary rent -setting policies for income based rent in public housing. Income -based rents are set at the higher of 30% of adjusted monthly income, 10% of unadjusted monthly income, the welfare rent, or minimum rent (less HUD mandatory deductions and exclusions). (If selected, skip to sub -component (2))

---or---

X The PHA employs discretionary policies for determining income based rent (If selected, continue to question b.)

b. Minimum Rent

1. What amount best reflects the PHA's minimum rent? (select one)

- \$0
- X \$1-\$25
- \$26-\$50

2.  Yes X No: Has the PHA adopted any discretionary minimum rent hardship exemption policies?

3. If yes to question 2, list these policies below :

c. Rents set at less than 30% than adjusted income

1. X Yes  No: Does the PHA plan to charge rents at a fixed amount or percentage less than 30% of adjusted income?

2. If yes to above, list the amounts or percentages charged and the circumstances under which these will be used below:

Flat Rents

d. Which of the discretionary (optional) deductions and/or exclusions policies does the PHA plan to employ (select all that apply)

- X For the earned income of a previously unemployed household member
- For increases in earned income
- Fixed amount (other than general rent -setting policy)  
If yes, state amount/s and circumstances below:
  
- Fixed percentage (other than general rent -setting policy)  
If yes, state percentage/s and circumstances below:

- For household heads
- For other family members
- For transportation expenses
- For the non-reimbursed medical expenses of non-disabled or non-elderly families
- Other (describe below)

e. Ceiling rents

1. Do you have ceiling rents? (rents set at a level lower than 30% of adjusted income) (select one)

- Yes for all developments
- Yes but only for some developments
- No

2. For which kinds of developments are ceiling rents in place? (select all that apply)

For all developments

- For all general occupancy developments (not elderly or disabled or elderly only)
- For specified general occupancy developments
- For certain parts of developments; e.g., the high-rise portion
- For certain size units; e.g., larger bedroom sizes
- Other (list below)

3. Select the space or spaces that best describe how you arrive at ceiling rents (select all that apply)

- Market comparability study
- Fair market rents (FMR)
- 95<sup>th</sup> percentile rents
- 75 percent of operating costs
- 100 percent of operating costs for general occupancy (family) developments
- Operating costs plus debt service
- The "rental value" of the unit
- Other (list below)

f. Rent redetermination:

1. Between income reexaminations, how often must tenants report changes in income or family composition to the PHA such that the changes result in an additional justment to rent? (select all that apply)

- Never
- At family option
- Anytime the family experiences an income increase
- Anytime a family experiences an income increase above a threshold amount or percentage: (if selected, specify threshold) \_\_\_\_\_
- Other (list below)

g.  Yes  No: Does the PHA plan to implement individual savings accounts for residents (ISAs) as an alternative to the required 12 month disallowance of earned income and phasing in of rent increases in the next year?

## (2) Flat Rents

1. In setting the market -based flat rents, what sources of information did the PHA use to establish comparability? (select all that apply.)

- This section 8 rent reasonableness study of comparable housing
- Survey of rents listed in local newspaper
- Survey of similar unassisted units in the neighborhood
- Other (list/describe below)

## **B. Section 8 Tenant -Based Assistance**

Exemptions: PHAs that do not administer Section 8 tenant -based assistance are not required to complete sub -component 4B. **Unless otherwise specified, all questions in this section apply only to the tenant -based section 8 assistance program (vouchers, and until completely merged into the voucher program, certificates).**

## (1) Payment Standards

Describe the voucher payment standards and policies .

a. What is the PHA's payment standard? (select the category that best describes your standard)

- At or above 90% but below 100% of FMR
- 100% of FMR
- Above 100% but at or below 110% of FMR
- Above 110% of FMR (if HUD approved; describe circumstances below)

b. If the payment standard is lower than FMR, why has the PHA selected this standard? (select all that apply)

- FMRs are adequate to ensure success among assisted families in the PHA's segment of the FMR area
- The PHA has chosen to serve additional families by lowering the payment standard
- Reflects market or submarket
- Other (list below)

c. If the payment standard is higher than FMR, why has the PHA chosen this level? (select all that apply)

- X FMRs are not adequate to ensure success among assisted families in the PHA's segment of the FMR area
- X Reflects market or submarket
- X To increase housing options for families
- Other (list below)

d. How often are payment standards reevaluated for adequacy? (select one)

- X Annually
- Other (list below)

e. What factors will the PHA consider in its assessment of the adequacy of its payment standard? (select all that apply)

- X Success rates of assisted families
- X Rent burden of assisted families
- Other (list below)

## **(2) Minimum Rent**

a. What amount best reflects the PHA's minimum rent? (select one)

- \$0
- X \$1-\$25
- \$26-\$50

b.  Yes  No: Has the PHA adopted any discretionary minimum rent hardship exemption policies? (if yes, list below)

## **5. Operations and Management**

[24CFR Part 903.79(e)]

Exemptions from Component 5: High performing and small PHAs are not required to complete this section. Section 8 only PHAs must complete parts A, B, and C(2)

### **A. PHA Management Structure**

Describe the PHA's management structure and organization.

(select one)

- An organization chart showing the PHA's management structure and organization is attached.
- A brief description of the management structure and organization of the PHA follows:

### **B. HUD Programs Under PHA Management**

List Federal programs administered by the PHA, number of families served at the beginning of the upcoming fiscal year, and expected turnover in each. (Use "NA" to indicate that the PHA does not operate any of the programs listed below.)

<b>Program Name</b>	<b>Units or Families Served at Year Beginning</b>	<b>Expected Turnover</b>
Public Housing		
Section 8 Vouchers		
Section 8 Certificates		
Section 8 Mod Rehab		
Special Purpose Section 8 Certificates/Vouchers (list individually)		
Public Housing Drug Elimination Program (PHDEP)		
Other Federal Programs (list individually)		

### **C. Management and Maintenance Policies**

List the PHA's public housing management and maintenance policy documents, manuals and handbooks that contain the Agency's rules, standards, and policies that govern maintenance and management of

publichousing,includingadescriptionofanymeasuresnecessaryfortheventionoreradicationof pestinfestation (whichincludescockroachinfestation)andthepoliciesgoverningSection8 management.

(1)PublicHousingMaintenanceandManagement:(listbelow)

(2)Section8Management:(listbelow)

## **6. PHA Grievance Procedures**

[24CFRPart903.79(f)]

Exemptionsfromcomponent6:HighperformingPHAsarenotrequiredtocompletecomponent6. Section8 -OnlyPHAsareexemptfromsub -component6A.

### **A. PublicHousing**

1.  Yes  No:Has the PHA established any written grievance procedures in addition to federal requirements found at 24CFR Part 966, Subpart B, for residents of public housing?

If yes, list additions to federal requirements below:

2. Which PHA offices should residents or applicants to public housing contact to initiate the PHA grievance process? (select all that apply)

- PHA main administrative office  
 PHA development management offices  
 Other (list below)

### **B. Section 8 Tenant -Based Assistance**

1.  Yes  No: Has the PHA established informal review procedures for applicants to the Section 8 tenant -based assistance program and informal hearing procedures for families assisted by the Section 8 tenant -based assistance program in addition to federal requirements found at 24CFR 982?

If yes, list additions to federal requirements below:

2. Which PHA offices should applicants or assisted families contact to initiate the informal review and informal hearing processes? (select all that apply)

- PHA main administrative office

Other(list below)

## **7. Capital Improvement Needs**

[24CFR Part 903.79(g)]

Exemptions from Component 7: Section 8 only PHAs are not required to complete this component and may skip to Component 8.

### **A. Capital Fund Activities**

Exemptions from sub -component 7A: PHA that will not participate in the Capital Fund Program may skip to component 7B. All other PHAs must complete 7A as instructed.

#### **(1) Capital Fund Program Annual Statement**

Using parts I, II, and III of the Annual Statement for the Capital Fund Program (CFP), identify capital activities the PHA is proposing for the upcoming year to ensure long -term physical and social viability of its public housing developments. This statement can be completed by using the CFP Annual Statement tables provided in the table library at the end of the PHA Plan template **OR**, at the PHA's option, by completing and attaching a properly updated HUD -52837.

Select one:

X The Capital Fund Program Annual Statement is provided as an attachment to the PHA Plan at Attachment (state name)

-or-

The Capital Fund Program Annual Statement is provided below: (if selected, copy the CFP Annual Statement from the Table Library and insert here)

#### **(2) Optional 5 -Year Action Plan**

Agencies are encouraged to include a 5 -Year Action Plan covering capital work items. This statement can be completed by using the 5 Year Action Plan table provided in the table library at the end of the PHA Plan template **OR** by completing and attaching a properly updated HUD -52834.

a. X Yes  No: Is the PHA providing an optional 5 -Year Action Plan for the Capital Fund? (if no, skip to sub -component 7B)

b. If yes to question a, select one:

X The Capital Fund Program 5 -Year Action Plan is provided as an attachment to the PHA Plan at Attachment D.

-or-

- The Capital Fund Program 5 - Year Action Plan is provided below: (if selected, copy the CF P optional 5 Year Action Plan from the Table Library and insert here)

## **B. HOPEVI and Public Housing Development and Replacement Activities (Non -Capital Fund)**

Applicability of sub -component 7B: All PHAs administering public housing. Identify any approved HOPEVI and/or public housing development or replacement activities not described in the Capital Fund Program Annual Statement.

- Yes X No: a) Has the PHA received a HOPEVI revitalization grant? (if no, skip to question c; if yes, provide response to question b for each grant, copying and completing as many times as necessary)
- b) Status of HOPEVI revitalization grant (complete one set of questions for each grant)

1. Development name:

2. Development (project) number:

3. Status of grant: (select the statement that best describes the current status)

- Revitalization Plan under development
- Revitalization Plan submitted, pending approval
- Revitalization Plan approved
- Activities pursuant to an approved Revitalization Plan underway

- Yes X No: c) Does the PHA plan to apply for a HOPEVI revitalization grant in the Plan year?

If yes, list development name/s below:

- Yes X No: d) Will the PHA be engaging in any mixed -financed development activities for public housing in the Plan year?
- If yes, list developments or activities below:

- Yes X No: e) Will the PHA be conducting any other public housing development or replacement activities not discussed in the Capital Fund Program Annual Statement?

If yes, list developments or activities below:

**8. Demolition and Disposition**

[24CFR Part 903.79(h)]

Applicability of component 8: Section 8 only PHAs are not required to complete this section.

1.  Yes  No: Does the PHA plan to conduct any demolition or disposition activities (pursuant to section 18 of the U.S. Housing Act of 1937 (42 U.S.C. 1437p)) in the plan Fiscal Year? (If “No”, skip to component 9; if “yes”, complete one activity description for each development.)

2. Activity Description

Yes  No: Has the PHA provided the activities description information in the **optional** Public Housing Asset Management Table? (If “yes”, skip to component 9. If “No”, complete the Activity Description table below.)

<b>Demolition/Disposition Activity Description</b>	
1a. Development name:	
1b. Development (project) number:	
2. Activity type: Demolition <input type="checkbox"/>	
Disposition <input type="checkbox"/>	
3. Application status (select one)	
Approved <input type="checkbox"/>	
Submitted, pending approval <input type="checkbox"/>	
Planned application <input type="checkbox"/>	
4. Date application approved, submitted, or planned for submission: (DD/MM/YY)	
5. Number of units affected:	
6. Coverage of action (select one)	
<input type="checkbox"/> Part of the development	
<input type="checkbox"/> Total development	
7. Timeline for activity:	
a. Actual or projected start date of activity:	
b. Projected end date of activity:	

**9. Designation of Public Housing for Occupancy by Elderly Families or Families with Disabilities or Elderly Families and Families with Disabilities**

[24CFR Part 903.79(i)]

Exemptions from Component 9; Section 8 only PHAs are not required to complete this section.

1.  Yes  No: Has the PHA designated or applied for approval to designate or does the PHA plan to apply to designate any public housing for occupancy only by the elderly families or only by families with disabilities, or by elderly families and families with disabilities or will apply for designation for occupancy by only elderly families or only families with disabilities, or by elderly families and families with disabilities as provided by section 7 of the U.S. Housing Act of 1937 (42 U.S.C. 1437e) in the upcoming fiscal year? (If "No", skip to component 10. If "yes", complete one activity description for each development, unless the PHA is eligible to complete a streamlined submission; PHAs completing streamlined submissions may skip to component 10.)

2. Activity Description

Yes  No: Has the PHA provided all required activity description information for this component in the **optional** Public Housing Asset Management Table? If "yes", skip to component 10. If "No", complete the Activity Description table below.

<b>Designation of Public Housing Activity Description</b>	
1a. Development name:	
1b. Development (project) number:	
2. Designation type:	
Occupancy by only the elderly <input type="checkbox"/>	
Occupancy by families with disabilities <input type="checkbox"/>	
Occupancy by only elderly families and families with disabilities <input type="checkbox"/>	
3. Application status (select one)	
Approved; included in the PHA's Designation Plan <input type="checkbox"/>	
Submitted, pending approval <input type="checkbox"/>	
Planned application <input type="checkbox"/>	
4. Date this designation approved, submitted, or planned for submission: <u>          (DD/MM/YY)          </u>	
5. If approved, will this designation constitute a (select one )	
<input type="checkbox"/> New Designation Plan	
<input type="checkbox"/> Revision of a previously -approved Designation Plan?	
6. Number of units affected:	
7. Coverage of action (select one)	
<input type="checkbox"/> Part of the development	
<input type="checkbox"/> Total development	

**10. Conversion of Public Housing to Tenant -Based Assistance**

[24 CFR Part 903.79(j)]

Exemptions from Component 10; Section 8 only PHAs are not required to complete this section.

**A. Assessment of Reasonable Revitalization Pursuant to Section 202 of the HUD FY1996 HUD Appropriations Act**

1.  Yes  No: Have any of the PHA's developments or portions of developments been identified by HUD or the PHA as covered under section 202 of the HUD FY1996 HUD Appropriations Act? (If "No", skip to component 11; if "yes", complete one activity description for each identified development, unless eligible to complete as streamlined submission. PHAs completing streamlined submissions may skip to component 11.)

2. Activity Description  
 Yes  No: Has the PHA provided all required activity description information for this component in the **optional** Public Housing Asset Management Table? If "yes", skip to component 11. If "No", complete the Activity Description table below.

<b>Conversion of Public Housing Activity Description</b>	
1a. Development name:	
1b. Development (project) number:	
2. What is the status of the required assessment?	
<input type="checkbox"/> Assessment underway <input type="checkbox"/> Assessment results submitted to HUD <input type="checkbox"/> Assessment results approved by HUD (if marked, proceed to next question) <input type="checkbox"/> Other (explain below)	
3. <input type="checkbox"/> Yes <input type="checkbox"/> No: Is a Conversion Plan required? (If yes, go to block 4; if no, go to block 5.)	
4. Status of Conversion Plan (select the statement that best describes the current status)	
<input type="checkbox"/> Conversion Plan in development <input type="checkbox"/> Conversion Plan submitted to HUD on: (DD/MM/YYYY) <input type="checkbox"/> Conversion Plan approved by HUD on: (DD/MM/YYYY) <input type="checkbox"/> Activities pursuant to HUD - approved Conversion Plan underway	
5. Description of how requirements of Section 202 are being satisfied by means other than conversion (select one)	
<input type="checkbox"/> Units addressed in a pending or approved demolition application (date submitted or approved: _____) <input type="checkbox"/> Units addressed in a pending or approved HOPEVI demolition application (date submitted or approved: _____)	

Units addressed in a pending or approved HOPEVI Revitalization Plan (date submitted or approved: \_\_\_\_\_)

Requirements no longer applicable: vacancy rates are less than 10 percent

Requirements no longer applicable: site now has less than 300 units

Other: (describe below)

**B. Reserved for Conversions pursuant to Section 22 of the U.S. Housing Act of 1937**

**C. Reserved for Conversions pursuant to Section 33 of the U.S. Housing Act of 1937**

**11. Homeownership Programs Administered by the PHA**

[24CFR Part 903.79(k)]

**A. Public Housing**

Exemptions from Component 11A: Section 8 only PHAs are not required to complete 11A.

1.  Yes  No: Does the PHA administer any homeownership programs administered by the PHA under an approved section 5(h) homeownership program (42 U.S.C. 1437c(h)), or an approved HOPE I program (42 U.S.C. 1437aaa) or has the PHA applied or plan to apply to administer any homeownership programs under section 5(h), the HOPE I program, or section 32 of the U.S. Housing Act of 1937 (42 U.S.C. 1437z -4). (If "No", skip to component 11B; if "yes", complete one activity description for each applicable program/plan, unless eligible to complete a streamlined submission due to **small PHA** or **high performing PHA** status. PHAs completing streamlined submissions may skip to component 11B.)

2. Activity Description

Yes  No: Has the PHA provided all required activity description information for this component in the **optional Public Housing Asset Management Table**? (If "yes", skip to component 12. If "No", complete the Activity Description table below.)

<b>Public Housing Homeownership Activity Description (Complete one for each development affected)</b>	
1a. Development name:	
1b. Development (project) number:	
2. Federal Program authority:	<input type="checkbox"/> HOPEI <input type="checkbox"/> 5(h) <input type="checkbox"/> Turnkey III <input type="checkbox"/> Section 32 of the USHA of 1937 (effective 10/1/99)
3. Application status: (select one)	<input type="checkbox"/> Approved; included in the PHA's Homeownership Plan/Program <input type="checkbox"/> Submitted, pending approval <input type="checkbox"/> Planned application
4. Date Homeownership Plan/Program approved, submitted, or planned for submission: (DD/MM/YYYY)	
5. Number of units affected:	
6. Coverage of action: (select one)	<input type="checkbox"/> Part of the development <input type="checkbox"/> Total development

## B. Section 8 Tenant Based Assistance

1. X Yes  No: Does the PHA plan to administer a Section 8 Homeownership program pursuant to Section 8(y) of the U.S.H.A. of 1937, as implemented by 24 CFR part 982? (If "No", skip to component 12; if "yes", describe each program using the table below (copy and complete questions for each program identified), unless the PHA is eligible to complete a streamlined submission due to high performer status. **High performing PHAs** may skip to component 12.)

2. Program Description:

a. Size of Program

X Yes  No: Will the PHA limit the number of families participating in the section 8 homeownership option?

If the answer to the question above was yes, which statement best describes the number of participants? (select one)

X  25 or fewer participants

26- 50 participants

51 to 100 participants

more than 100 participants

b. PHA - established eligibility criteria

X Yes  No: Will the PHA's program have eligibility criteria for participation in its Section 8 Homeownership Option program in addition to HUD criteria?

If yes, list criteria below:

FSS participation if not elderly or disabled.

## **12. PHA Community Service and Self -sufficiency Programs**

[24 CFR Part 903.79(1)]

Exemptions from Component 12: High performing and small PHAs are not required to complete this component. Section 8 - Only PHAs are not required to complete sub -component C.

### **A. PHA Coordination with the Welfare (TANF) Agency**

1. Cooperative agreements:

Yes  No: Has the PHA entered into a cooperative agreement with the TANF Agency, to share information and/or target supportive services (as contemplated by section 12(d)(7) of the Housing Act of 1937)?

If yes, what was the date that agreement was signed? DD/MM/YY

2. Other coordination efforts between the PHA and TANF Agency (select all that apply)

- Client referrals
- Information sharing regarding mutual clients (for rent determinations and otherwise)
- Coordinate the provision of specific social and self -sufficiency services and programsto eligible families
- Jointly administer programs
- Partner to administer a HUD Welfare -to-Work voucher program
- Joint administration of other demonstration program
- Other (describe)

### **B. Services and programs offered to residents and participants**

#### **(1) General**

a. Self -Sufficiency Policies

Which, if any of the following discretionary policies will the PHA employ to enhance the economic and social self -sufficiency of assisted families in the following areas? (select all that apply)

- Publichousingrentdeterminationpolicies
- Publichousingadmissionspolicies
- Section8admissionspolicies
- Preferenceinadmissiontosection8forcertainpublichousingfamilies
- Preferencesforfamiliesworkingorengagingintrainingoreducation programsfornon -housingprogramsoperatedorcoordinatedbythe PHA
- Preference/eligibilityforpublichousinghomeownershipoption participation
- Preference/eligibilityforsection8homeownershipoptionparticipation
- Otherpolicies(listbelow)

b.EconomicandSocialself -sufficiencyprograms

Yes  No: DoesthePHAcoordinate,promoteor provideany programstoenhancetheeconomicandsocialself - sufficiencyofresidents?(If“yes”,completethefollowing table;if“no”skiptosub -component2,FamilySelf SufficiencyPrograms.Thepositionofthetablemaybe alteredtofacilitateitsuse.)

ServicesandPrograms				
ProgramName&Description (includinglocation,ifappropriate)	Estimated Size	Allocation Method (waiting list/random selection/specific criteria/other)	Access (developmentoffice/ PHAmainoffice/ otherprovidername)	Eligibility (publichousingor section8 participantsor both)

**(2)FamilySelfSufficiencyprogram/s**

a. Participation Description

Family Self Sufficiency (FSS) Participation		
Program	Required Number of Participants (start of FY2000 Estimate)	Actual Number of Participants (As of: DD/MM/YY)
Public Housing		
Section 8		

- b.  Yes  No: If the PHA is not maintaining the minimum program size required by HUD, does the most recent FSS Action Plan address the steps the PHA plans to take to achieve at least the minimum program size?  
If no, list steps the PHA will take below:

**C. Welfare Benefit Reductions**

1. The PHA is complying with the statutory requirements of section 12(d) of the U.S. Housing Act of 1937 (relating to the treatment of income changes resulting from welfare program requirements) by: (select all that apply)

- Adopting appropriate changes to the PHA's public housing rent determination policies and train staff to carry out those policies
- Informing residents of new policy on admission and reexamination
- Actively notifying residents of new policy at times in addition to admission and reexamination.
- Establishing or pursuing a cooperative agreement with all appropriate TANF agencies regarding the exchange of information and coordination of services
- Establishing a protocol for exchange of information with all appropriate TANF agencies
- Other: (list below)

**D. Reserved for Community Service Requirement pursuant to section 12(c) of the U.S. Housing Act of 1937**

**13. PHA Safety and Crime Prevention Measures**

[24 CFR Part 903.79(m)]

Exemptions from Component 13: High performing and small PHAs not participating in PHDEP and Section 8 Only PHAs may skip to component 15. High performing and small PHAs that are participating in PHDEP and are submitting a PHDEP Plan with this PHA Plan may skip to sub component D.

**A. Need for measures to ensure the safety of public housing residents**

1. Describe the need for measures to ensure the safety of public housing residents

(select all that apply)

- High incidence of violent and/or drug -related crime in some or all of the PHA's developments
- High incidence of violent and/or drug -related crime in the area surrounding or adjacent to the PHA's developments
- Residents fearful for their safety and/or the safety of their children
- Observed lower -level crime, vandalism and/or graffiti
- People on waiting list unwilling to move into one or more developments due to perceived and/or actual levels of violent and/or drug -related crime
- Other (describe below)

2. What information or data did the PHA use to determine the need for PHA actions to improve safety of residents (select all that apply).

- Safety and security survey of residents
- Analysis of crime statistics over time for crimes committed "in and around" public housing authority
- Analysis of cost trends over time for repair of vandalism and removal of graffiti
- Resident reports
- PHA employee reports
- Police reports
- Demonstrable, quantifiable success with previous or ongoing anti crime/anti drug programs
- Other (describe below)

3. Which developments are most affected? (list below)

**B. Crime and Drug Prevention activities the PHA has undertaken or plan to undertake in the next PHA fiscal year**

1. List the crime prevention activities the PHA has undertaken or plan to undertake:

(select all that apply)

- Contracting with outside and/or resident organizations for the provision of crime- and/or drug -prevention activities
- Crime Prevention Through Environmental Design
- Activities targeted to at -risk youth, adults, or seniors
- Volunteer Resident Patrol/Block Watchers Program
- Other (describe below)

2. Which developments are most affected? (list below)

### C. Coordination between PHA and the police

1. Describe the coordination between the PHA and the appropriate police precincts for carrying out crime prevention measures and activities: (select all that apply)

- Police involvement in development, implementation, and/or ongoing evaluation of drug -elimination plan
- Police provide crime data to housing authority staff for analysis and action
- Police have established a physical presence on housing authority property (e.g., community policing office, officer in residence)
- Police regularly testify in and otherwise support eviction cases
- Police regularly meet with the PHA management and residents
- Agreement between PHA and local law enforcement agency for provision of above-baseline law enforcement services
- Other activities (list below)

2. Which developments are most affected? (list below)

### D. Additional information as required by PHDEP/PHDEP Plan

PHA eligible for FY2000 PHDEP funds must provide a PHDEP Plan meeting specified requirements prior to receipt of PHDEP funds.

- Yes  No: Is the PHA eligible to participate in the PHDEP in the fiscal year covered by this PHA Plan?
- Yes  No: Has the PHA included the PHDEP Plan for FY2000 in this PHA Plan?
- Yes  No: This PHDEP Plan is an Attachment. (Attachment Filename: \_\_\_\_\_)

## **14. RESERVED FOR PET POLICY**

[24CFR Part 903.79(n)]

## **15. Civil Rights Certifications**

[24CFR Part 903.79(o)]

Civil rights certifications are included in the PHA Plan Certifications of Compliance with the PHA Plans and Related Regulations.

## **16.Fiscal Audit**

[24CFRPart903.79(p)]

1. X Yes  No: Is the PHA required to have an audit conducted under section 5(h)(2) of the U.S. Housing Act of 1937 (42 U.S.C. 1437c(h))?  
(If no, skip to component 17.)
2. X Yes  No: Was the most recent fiscal audit submitted to HUD?
3.  Yes X No: Were there any findings as the result of that audit?
4.  Yes  No: If there were any findings, do any remain unresolved?  
If yes, how many unresolved findings remain? \_\_\_\_
5.  Yes  No: Have responses to any unresolved findings been submitted to HUD?  
If not, when are they due (state below)?

## **17.PHA Asset Management**

[24CFRPart903.79(q)]

Exemptions from component 17: Section 8 Only PHAs are not required to complete this component.  
High performing and small PHAs are not required to complete this component.

1.  Yes  No: Is the PHA engaging in any activities that will contribute to the long-term asset management of its public housing stock, including how the Agency will plan for long-term operating, capital investment, rehabilitation, modernization, disposition, and other needs that have **not** been addressed elsewhere in this PHA Plan?
2. What types of asset management activities will the PHA undertake? (select all that apply)  
 Not applicable  
 Private management  
 Development-based accounting  
 Comprehensive stock assessment  
 Other: (list below)
3.  Yes  No: Has the PHA included descriptions of asset management activities in the **optional** Public Housing Asset Management Table?

## **18.Other Information**

[24CFRPart903.79(r)]

### **A. Resident Advisory Board Recommendations**

1.  Yes  No: Did the PHA receive any comments on the PHA Plan from the Resident Advisory Board/s?

2. If yes, the comments are: (if comments were received, the PHA **MUST** select one)

Attached as Attachment (Filename)

Provided below:

3. In what manner did the PHA address those comments? (select all that apply)

Considered comments, but determined that no changes to the PHA Plan were necessary.

The PHA changed portions of the PHA Plan in response to comments  
List changes below:

Other: (list below)

### **B. Description of Election process for Residents on the PHA Board**

1.  Yes  No: Does the PHA meet the exemption criteria provided section 2(b)(2) of the U.S. Housing Act of 1937? (If no, continue to question 2; if yes, skip to sub-component C.)

2.  Yes  No: Was the resident who serves on the PHA Board elected by the residents? (If yes, continue to question 3; if no, skip to sub-component C.)

3. Description of Resident Election Process

a. Nomination of candidates for place on the ballot: (select all that apply)

Candidates were nominated by resident and assisted family organizations

Candidates could be nominated by any adult recipient of PHA assistance

Self-nomination: Candidates registered with the PHA and requested a place on ballot

Other: (describe)

b. Eligible candidates: (select one)

Any recipient of PHA assistance

Any head of household receiving PHA assistance

Any adult recipient of PHA assistance

Any adult member of a resident or assisted family organization

Other (list)

c. Eligible voters: (select all that apply)

- All adult recipients of PHA assistance (public housing and section 8 tenant based assistance) -
- Representatives of all PHA resident and assisted family organizations
- Other (list)

**C. Statement of Consistency with the Consolidated Plan**

For each applicable Consolidated Plan, make the following statement (copy questions as many times as necessary).

1. Consolidated Plan jurisdiction: CITY OF YUMA, ARIZONA

2. The PHA has taken the following steps to ensure consistency of this PHA Plan with the Consolidated Plan for the jurisdiction: (select all that apply)

- The PHA has based its statement of needs of families in the jurisdiction on the needs expressed in the Consolidated Plan/s.
- The PHA has participated in any consultation process organized and offered by the Consolidated Plan agency in the development of the Consolidated Plan.
- The PHA has consulted with the Consolidated Plan agency during the development of this PHA Plan.
- Activities to be undertaken by the PHA in the coming year are consistent with the initiatives contained in the Consolidated Plan. (list below)
- Other: (list below)

4. The Consolidated Plan of the jurisdiction supports the PHA Plan with the following actions and commitments: (describe below)

**D. Other Information Required by HUD**

Use this section to provide any additional information requested by HUD.

**Resident Membership on Governing Board – Lorena Gastelum, Vice - chairperson**

**Membership on Resident Advisory Board – Sherrie Kelley, Kikko Law, Dorris Lawson, Velsie Wilson, Monica Aguirre, Carol Cummings.**

## Attachments

Use this section to provide any additional attachments referenced in the Plans.

### ATTACHMENT A

#### Section 8 Project Based Voucher Program (PBV)

HACY will be implementing the PBV program this year. The projected number of units that will be allocated for the PBV program will be 200. These selection criteria include new construction for elderly families throughout the City of Yuma and new construction for small and large families in revitalization areas. The PBV program is consistent with HACY's annual plan because it assists in expanding housing and economic opportunities along with maximizing the utilization of four existing baseline units.

#### ATTACHMENT B

#### COMPONENT 10(B) VOLUNTARY INITIAL ASSESSMENTS

- A) All 7 HACY developments are subject to the Required Initial Assessment.
- B) None.
- C) One assessment was done, see below.

Public Housing (6/30/02 "Total Expense" HACY audit 483.38 PUM  
S8 Annual contributions required/unit months =  
6,585,056/13,459 = 489.27 PUM

Section 8 is more expensive to operate, therefore HACY properties are not appropriate for conversion. Should the HUD formula for determining Low Rent expense change to include the cost of Capital Fund Improvements, this calculation should be re-examined. Capital Fund exceeds \$136.00 PUM for FY 6/30/2002.

#### ATTACHMENT C

The HACY's admission policy is designed to provide for deconcentration of poverty and income mixing by bringing higher income tenants into lower income developments and lower income tenants into higher income developments.

# ATTACHMENTD

## PHA Plan

### TableLibrary

#### Component7

#### CapitalFundProgramAnnualStatement PartsI,II,andII

#### AnnualStatement

#### CapitalFundProgram(CFP)PartI:Summary

CapitalFundGrantNumberAZ0PO3550102FFYofGrantApproval: (02/2003)

X OriginalAnnualStatement

LineNo.	SummarybyDevelopmentAccount	TotalEstimated Cost
1	TotalNon -CGPFunds	
2	1406Operations	
3	1408ManagementImprovements	52,962
4	1410Administration	25,000
5	1411Audit	
6	1415Liquidated Damages	
7	1430FeesandCosts	5,000
8	1440SiteAcquisition	
9	1450SiteImprovement	70,000
10	1460DwellingStructures	332,600
11	1465.1DwellingEquipment -Nonexpendable	
12	1470NondwellingStructures	
13	1475NondwellingEquipment	
14	1485Demolition	
15	1490ReplacementReserve	
16	1492MovingtoWorkDemonstration	
17	1495.1RelocationCosts	
18	1498ModUsedforDevelopment	
19	1502Contingency	
20	<b>AmountofAnnualGrant(Sumoflines2 -19)</b>	485,562
21	Amountoffline20RelatedtoLBPActivities	
22	Amountoffline20RelatedtoSection504Compliance	
23	Amountoffline20RelatedtoSecurity	
24	Amountoffline20RelatedtoEnergyConservation Measures	

**Annual Statement  
Capital Fund Program (CFP) Part II: Supporting Table**

Development Number/Name HA-Wide Activities	General Description of Major Work Categories	Development Account Number	Total Estimated Cost
PHAWIDE	Step-Up Program	1408	52,962
	Pro-rate executive Director's Salary/Fringe	1410	25,000
AZ06P035001	A/E Fees	1430	5,000
	-Roofing		
	New Asphalt, Seal & Stripe Parking lot	1450	35,000
	Replace Roofs	1460	120,000
	Exterior Painting	1460	25,000
	Replace Water Heaters	1460	4,910
AZ16P035003	New Asphalt, Seal & Stripe Parking Lot	1450	35,000
	Replace Water Heaters	1460	8,770
AZ16P035004	Replace Water Heaters	1460	5,090
AZ16P035005	Replace Water Heaters	1460	4,380
	Install Water Saver Toilets	1460	10,000
	Replace Entry Locks	1460	5,000
AZ16P035007	Refinish Bath & Kitchen Cabinets	1460	12,500
	Install Water Saver Toilets	1460	10,000
	Replace Bath/Kitchen Countertops	1460	16,250
	Replace Entry Locks	1460	7,500
AZ16P035008	Roofing	1460	65,000
	Replace Entry locks	1460	8,200
AZ16P035013	Install Kitchen/Bath cartridges/faucets	1460	30,000

**AnnualStatement  
CapitalFundProgram(CFP)PartIII:ImplementationSchedule**

Development Number/Name HA-WideActivities	AllFundsObligated (QuarterEndingDate)	AllFundsExpended (QuarterEndingDate)
PHA Wide	12/31/2002	06/30/2004
AZ16P035001	09/30/2003	12/31/2003
AZ16P035003	09/30/2003	12/31/2003
AZ16P035004	09/30/2003	12/31/2003
AZ16P035005	09/30/2003	12/31/2003
AZ16P035007	09/30/2003	12/31/2003
AZ16P035008	09/30/2003	12/31/2003
AZ16P035013	9/30/2003	12/31/2003

# ATTACHMENT E

## Optional Table for 5 -Year Action Plan for Capital Fund (Component 7)

Complete one table for each development in which work is planned in the next 5 PHA fiscal years. Complete a table for any PHA improvements planned in the next 5 PHA fiscal year. Copy this table as many times as necessary. Note: PHAs need not include info for the 5 -Year cycle, because this information is included in the Capital Fund Program Annual Statement.

-wide physical or management information from Year One of

Optional 5 -Year Action Plan Tables				
Development Number AZ16	Development Name AGENCYWIDE	Number Vacant Units	% Vacancies in Development	
Description of Needed Physical Improvements or Management Improvements			Estimated Cost	Planned Start Date (HA Fiscal Year)
Pro-rate Executive Director Salary & Fringe			25,000	7/2003
Step-up Program			60,000	7/2003
Purchase Maintenance Truck			35,000	7/2003
Pro-rate Executive Director Salary & Fringe			25,000	7/2004
Step-up Program			60,000	7/2004
Purchase Administration Vehicle			25,000	7/2004
Purchase Administration Vehicle			25,000	7/2004
Pro-rate Executive Director salary & fringe			25,000	7/2005
Step-up Program			56,820	7/2005
Purchase Maintenance truck			40,000	7/2005
Pro-rate Executive Director salary & fringe			25,000	7/2006
Step-up Program			60,000	7/2006
Pro-rate Executive Director salary & fringe			25,000	7/2007
Step-up Program			60,000	7/2007
Purchase Maintenance Truck			35,000	7/2007

<b>Totalestimatedcostovernext5years</b>	<b>581,820</b>	

### OptionalTablefor5 -YearActionPlanforCapitalFund(Component7)

Completeonetableforeachdevelopmentinwhichworkisplannedinthenext5PHAfiscalyears.CompleteatableforanyPHA -widephysicalormanagement improvementsplannedinthenext5PHAfiscalyear.Copythistableasmanytimesasnecessary.Note:PHAsneednotincludetheinformationfromYearOneof the5 -Yearcycle,becausethisinformationis includedintheCapitalFundProgramAnnualStatement.

Optional5 -YearActionPlanTables				
Development Number	DevelopmentName (orindicatePHAwide)HACY Plaza	Number Vacant Units	% Vacancies inDevelopment	
AZ16P035001				
DescriptionofNeededPhysicalImprovementsorManagement Improvements			Estimated Cost	PlannedStartDate (HAFiscalYear)
InstallKitchen/bathfaucets			19,600	7/2003
ReplaceRefrigerators,Ranges&RangeHoods			27,900	7/2004
ReplaceHVAC			93,000	7/2006
<b>Totalestimatedcostov ernext5years</b>			<b>140,500</b>	

### Optional Table for 5 - Year Action Plan for Capital Fund (Component 7)

Complete one table for each development in which work is planned in the next 5 PHA fiscal years. Complete a table for any PHA-wide physical or management improvements planned in the next 5 PHA fiscal year. Copy this table as many times as necessary. Note: PHAs need not include information from Year One of the 5 - Year cycle, because this information is included in the Capital Fund Program Annual Statement.

Optional 5 - Year Action Plan Tables			
Development Number	Development Name (or indicate PHA wide)	Number Vacant Units	% Vacancies in Development
AZ16P035003	Charlene Gardens		
Description of Needed Physical Improvements or Management Improvements			Estimated Cost
Sealandre - stripe parking lots @ 655 Magnolia			9,000
Install Medicine cabinets			3,750
A/E fees for HVAC replacement			15,000
Replace HVAC Cat 50 units			150,000
Exterior painting			15,600
Replace roofs			150,000
Replace fire extinguishers			1,855
Replace refrigerators, ranges and range hoods			49,750
Exterior Painting			24,500
Planned Start Date (HA Fiscal Year)			
			7/2003
			7/2003
			7/2004
			7/2004
			7/2004
			7/2005
			7/2005
			7/2005
			7/2006
Total estimated cost over next 5 years			419,455

### Optional Table for 5 - Year Action Plan for Capital Fund (Component 7)

Complete one table for each development in which work is planned in the next 5 PHA fiscal years. Complete a table for any PHA -wide physical or management improvements planned in the next 5 PHA fiscal years. Copy this table as many times as necessary. Note: PHAs need not include information from Year One of the 5 - Year cycle, because this information is included in the Capital Fund Program Annual Statement.

Optional 5 - Year Action Plan Tables			
Development Number	Development Name	Number Vacant Units	% Vacancies in Development
AZ20P035004	HACY Gardens, Terrace, Village, Court		
Description of Needed Physical Improvements or Management Improvements		Estimated Cost	Planned Start Date (HA Fiscal Year)
Install concrete parking lots		37,500	7/2003
Roofing @ 29 units		65,000	7/2003
Install medicine cabinets		2,250	7/2003
A/E Fees for HVAC units		9,000	7/2004
Replace HVAC units		87,000	7/2004
Replace fire extinguishers		1,015	7/2005
Replace refrigerators, ranges, & range hoods		28,900	7/2006
Install HVAC heat pumps		87,000	7/2007
<b>Total estimated cost over next 5 years</b>		<b>317,665</b>	



<b>Totalestimatedcostovernext5years</b>	<b>50,230</b>	
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### OptionalTablefor5 -YearActionPlanforCapitalFund(Component7)

Completeonetableforea chdevelopmentinwhichworkisplannedinthenext5PHAfiscalyears.CompleteatableforanyPHA -widephysicalormanagement improvementsplannedinthenext5PHAfiscalyear.Copythistableasmanytimesasnecessary.Note:PHAsneednotincludetheinformationfromYearOneof the5 -Yearcycle,because this information is included in the Capital Fund Program Annual Statement.

<b>Optional5 -YearActionPlanTables</b>			
<b>Development Number</b>	<b>DevelopmentName</b>	<b>Number Vacant Units</b>	<b>% Vacancies inDevelopment</b>
<b>AZ20P035007</b>	<b>HACYHeights,Mesa</b>		
<b>DescriptionofNeededPhysicalImprovementsorManagement Improvements</b>		<b>Estimated Cost</b>	<b>PlannedStartDate (HAFiscalYear)</b>
<b>Re-roof25units</b>		<b>65,000</b>	<b>7/2003</b>
<b>Installmedicynecabinets</b>		<b>3,750</b>	<b>7/2003</b>
<b>Installwasher/dryerboxes</b>		<b>12,500</b>	<b>7/2003</b>
<b>Replacekitchen&amp;bathroomfaucets</b>		<b>7,500</b>	<b>7/2005</b>
<b>Replacewaterheaters</b>		<b>6,250</b>	<b>7/2006</b>
<b>Installkitchen/bathfaucets</b>		<b>8,000</b>	<b>7/2007</b>

<b>Totalestimatedcostovernext5years</b>	<b>103,000</b>	
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### OptionalTablefor5 -YearActionPlanforCapital Fund(Component7)

Completeonetableforeachdevelopmentinwhichworkisplannedinthenext5PHAfiscalyears.CompleteatableforanyPHA -widephysicalormangement improvementsplannedinthenext5PHAfiscalyear.Copythistableasmanytimesasnecessary.Note:PHAsneednotincludetheinformationfromYearOneof the5 -Yearcycle,because this information is included in the Capital Fund Program Annual Statement.

<b>Optional5 -YearActionPlanTables</b>			
<b>Development Number</b>	<b>DevelopmentName</b>	<b>Number Vacant Units</b>	<b>% Vacancies inDevelopment</b>
<b>AZ20P035008</b>	<b>HACYVilla,Palms</b>		
<b>DescriptionofNeededPhysicalImprovementsorManagement Improvements</b>			<b>Estimated Cost</b>
<b>Installmedicynecabinets</b>			<b>4,200</b>
<b>Replacewasherboxes</b>			<b>10,500</b>
<b>Refinishkitchen&amp;bathroomcabinets</b>			<b>14,000</b>
<b>Replacefireextinguishers</b>			<b>1,085</b>
<b>Replacewaterheaters</b>			<b>7,000</b>
<b>Exteriorpainting</b>			<b>14,000</b>
<b>Installkitchen/bathfaucets</b>			<b>8,000</b>
<b>Installwasher/dryerboxes</b>			<b>10,500</b>
<b>Totalestimatedcostovernext5years</b>			<b>69,285</b>

### Optional Table for 5 -Year Action Plan for Capital Fund (Component 7)

Complete one table for each development in which work is planned in the next 5 PHA fiscal years. Complete a table for any PHA -wide physical or management improvements planned in the next 5 PHA fiscal year. Copy this table as many times as necessary. Note: PHAs need not include information from Year One of the 5 -Year cycle, because this information is included in the Capital Fund Program Annual Statement.

Optional 5 -Year Action Plan Tables			
Development Number	Development Name	Number Vacant Units	% Vacancies in Development
AZ20P035013	Vince Nelson Vista, HACY Loma		
<b>Description of Needed Physical Improvements or Management Improvements</b>			
		<b>Estimated Cost</b>	<b>Planned Start Date (HA Fiscal Year)</b>
Seal & re -stripe parking lots		19,500	7/2003
Exterior painting		30,000	7/2003
Refinish kitchen & bathroom cabinets		24,500	7/2004
A/E fees -replace HVAC		15,000	7/2006
Replace HVAC		150,000	7/2006
Replace refrigerators, ranges, range hoods		50,000	7/2006
<b>Total estimated cost over next 5 years</b>		<b>289,000</b>	

## ATTACHMENT F

### Progress in Meeting the 5 -Year Plan Mission and Goals

HACY has been extremely successful in meeting its mission and goals. Following are a list of accomplishments:

- We were able to accomplish our goal of adding additional units of affordable housing with our successful completion of 36 units of tax -credit affordable housing. This was considered one of the most difficult projects in the state because it contained project -based units and was new construction in a redevelopment community in six sites.
- HACY continues its development strategy with additional success in identifying and beginning the purchase option on another 80 -unit elderly site. Although not approved, HACY has gained a reputation for development resulting in banks and major national equity partners anxious to continue doing business with us.
- Our agency has also been successful in our transitional housing planning. Our goal is to have a seamless homelessness to homeownership track. We have plans approved and joined a coalition of participating agencies.
- Homeownership is one of our four key goals. With this submission, we are proud to be the first housing authority in Arizona to begin the Section 8 homeownership program. We will also have the first disabled homeowner in the state and have 8 families in the homeownership program by June 30, 2003. We are not only meeting our goal, but taking a regional lead in this area.
- Our FSS program is the backbone of our homeowner/transitional housing program. To date, we have 300 families enrolled and over \$300,000 in escrow accounts. This is a very successful program and we are proud of it.
- Another goal is to continue to focus on our basic performance. In that area, we continue to show superb results in public housing and Section 8 operations. We collect all rent and our turnaround days are under 5 days. In addition, 80% of all reported work orders are submitted by staff rather than residents.
- In maintenance, we perform excellent work. All work orders are completed, we monitor work orders, are passionate about preventative maintenance, have 40% of our workforce consisting of residents, and complete our capital projects as planned and within budget. The properties look great and crime is 30% lower in public housing than in the city at large.
- In Section 8 we are over -issued (10 2%). Our main concern is trying to balance the number of Vouchersto our unit allocation and budget authority.
- Finally, our staff and customer feedback indicates HACY is a great place to work and a great place to do business.



## PHAPlan TableLibrary

### Component7 CapitalFundProgramAnnualStatement PartsI,II,andII

#### AnnualStatement CapitalFundProgram(CFP )PartI:Summary

CapitalFundGrantNumber      FFYofGrantApproval:    (MM/YYYY)

OriginalAnnualStatement

LineNo.	SummarybyDevelopmentAccount	TotalEstimated Cost
1	TotalNon -CGPFunds	
2	1406Operations	
3	1408ManagementImprovements	
4	1410Administration	
5	1411Audit	
6	1415LiquidatedDamages	
7	1430FeesandCosts	
8	1440SiteAcquisition	
9	1450SiteImprovement	
10	1460 DwellingStructures	
11	1465.1DwellingEquipment -Nonexpendable	

12	1470NondwellingStructures	
13	1475NondwellingEquipment	
14	1485Demolition	
15	1490ReplacementReserve	
16	1492MovingtoWorkDemonstration	
17	1495.1RelocationCosts	
18	1498ModUsedforDevelopment	
19	1502Contingency	
20	<b>AmountofAnnualGrant(Sumoflines2 -19)</b>	
21	Amountofline20RelatedtoLBPActivities	
22	Amountofline20RelatedtoSection504Compliance	
23	Amountofline2 0RelatedtoSecurity	
24	Amountofline20RelatedtoEnergyConservation Measures	

**AnnualStatement  
CapitalFundProgram(CFP)PartII:SupportingTable**

Development Number/Name HA-WideActivities	GeneralDescriptionofMajorWork Categories	Development Account Number	Total Estimated Cost

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**AnnualStatement  
CapitalFundProgram(CFP)PartIII:ImplementationSchedule**

Development Number/Name HA-WideActivities	AllFundsObligated (QuarterEndingDate)	AllFundsExpended (QuarterEndingDate)

### Optional Table for 5 -Year Action Plan for Capital Fund (Component 7)

Complete one table for each development in which work is planned in the next 5 PHA fiscal years. Complete a table for any PHA-wide physical or management improvements planned in the next 5 PHA fiscal year. Copy this table as many times as necessary. Note: PHAs need not include information from Year One of the 5 -Year cycle, because this information is included in the Capital Fund Program Annual Statement.

Optional 5 -Year Action Plan Tables					
Development Number	Development Name (or indicate PHA wide)	Number Vacant Units	% Vacancies in Development		
Description of Needed Physical Improvements or Management Improvements				Estimated Cost	Planned Start Date (HA Fiscal Year)
<b>Total estimated cost over next 5 years</b>					

